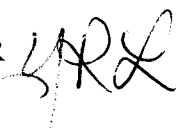


**EQUAL OPPORTUNITY OFFICE CORRESPONDENCE**

**DATE:** SEPTEMBER 30, 2004

**TO:** PERSONNEL LIAISONS AND MANAGEMENT STAFF

**FROM:** YVETTE R. LEONARD, DIRECTOR  
EQUAL OPPORTUNITY OFFICE 

**SUBJECT:** REASONABLE ACCOMMODATION ~~PROCEDURE~~

The Standardized Reasonable Accommodation Procedure was issued by the Department of Civil Service as Regulation number 1.04 on August 24, 1994 and revised on March 18, 2001. The Equal Opportunity Office (EO Office) has the responsibility for processing the Department of Labor and Economic Growth's reasonable accommodation requests from qualified employees and applicants with disabilities. The Reasonable Accommodation Coordinator (RAC), Yvette R. Leonard has the final authority to approve or deny reasonable accommodation requests. The following is a summary of the procedure.

- Employees/applicants initiate reasonable accommodation requests by submitting a Reasonable Accommodation Request form (CS-1668). They may obtain the CS-1668 by downloading it from the EO Office web page located under the Human Resources section of the DLEG intranet.
- The employee/applicant must submit medical documentation in support of the request. A UA-7137 – Physician's Statement Supporting Employee's Request For Reasonable Accommodation, copy attached, may be used or a letter signed by the attending physician is acceptable. The documentation must specify what the disability is for which accommodation is needed. The documentation must also include a description of the functional limitation for which accommodation is being requested. Requests may be submitted directly to the EO Office or to the immediate supervisor
- If an employee should submit their request to their immediate supervisor, the complete package must be submitted to the RAC for approval.

- Incomplete documentation will be returned to the sender.
- Credit cards are not to be used to purchase reasonable accommodation equipment unless an approved Reasonable Accommodation Request (CS-1668) is on file and the EO Office has authorized the purchase. Procurement will be monitoring credit card purchases that appear to be reasonable accommodation purchases and will follow up with the RAC regarding these types of purchases.
- Within 4 to 6 weeks after the accommodation has been provided the supervisor/manager should receive a Reasonable Accommodation Evaluation (CS-1670), which is to be returned to the EO Office.

3024 West Grand Blvd. – Suite 12/350 – Detroit, MI 48202

Any questions regarding this process should be directed to the EO Office at (313) 456-2461 or (313) 456-2469.

For additional information about the EO Office, visit our web site at:  
<http://www.ua.state.mi.us/humanres/eoo/default.htm>